

JACLYN HOTARD
Parish President



ST. JOHN
PLANNING & ZONING

HISTORIC DISTRICT APPLICATION

OFFICE USE ONLY

Docket No: _____

SUBMITTAL REQUIREMENTS

- Completed and signed application.
- Recorded copy of Act of Sale, Judgment of Possession, or Deed to the property.
- Photos of the Existing Structure (interior and exterior).
- Payment of fees; payable by credit card, check or money order to: "St. John Parish Council".

AS NEEDED SUBMITTAL REQUIREMENTS

- Color Samples.
- Door & Window Detail.
- Copy of Contractor's License.
- Elevations & Floor Plan.
- Material Samples (if applicable).
- Plans & Specifications.

FEES

- | | |
|-----------------------------------|----------|
| 1. Certificate of Appropriateness | \$ 50.00 |
| 2. Technology Fee | \$ 10.00 |

NOTE: St. John the Baptist Parish has not examined nor reviewed the title of any portion of land in this application, or any restrictive covenants or restrictions placed on said property. Any action of the Parish in this matter does not: (1) imply that the applicant's title or ownership is valid, (2) that there are or are not any restrictive covenants or other restrictions on said property, or (3) that any restrictive covenants or restrictions that may be on said property are enforceable or are not enforceable.

NOTE: Within sixty (60) days of submission of minimum application requirements, this application will become null and void. By signature of this application, the applicant agrees and understand that all permit fees are non-refundable.

Applicant's Signature

Date

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OWNER'S ENDORSEMENT

(please print clearly)

I _____ being duly sworn, depose that I reside at
Owner(s) / Corporation

_____ in the Parish
Street City

of _____ and State of _____ and that I am
Parish State

the owner of the property described as _____ and that I have authorized
Address

_____ to make the foregoing petition for a Historic District Application.
Applicant

Signature of owner(s) of property or authorized agent

SWORN TO ME THIS _____ DAY OF _____,

NOTARY PUBLIC

Print name of Notary: _____

Bar roll #: _____



PROCESS TIMELINE ACKNOWLEDGEMENT

OFFICE USE ONLY

Docket No: _____

Project/Permit Type: _____

Applicant: _____

Best Contact Number: _____

Email: _____

Meeting: Historic District

ZBA

Planning Commission

Council

Application received: _____

P&Z Meeting Date: _____

Council Meeting Date: _____
(if applicable)

I understand and acknowledge the meeting date listed above and agree to appear or have a representative present at the P&Z meeting.

I understand and acknowledge failure to attend will result in the request being tabled and will delay this process.

I understand and acknowledge that the Planning Commission serves as an advisory board to the Council. Therefore, final approval or denial is determined by the Parish Council (as applicable).

I understand and acknowledge that all fees are non-refundable.

Applicant's Signature

Date

Rec'd By: _____ on _____

Historic District Process

